



## PTFA Committee Roles

<b>Chair</b>	<p><b>Main Duty:</b> To have final say on decisions where a democratic decision cannot be made.</p> <p><b>Key Role:</b> To make members and school staff feel welcomed and valued, to set the agendas, organise and provide good communication to all involved.</p>
<b>Vice Chair</b>	<p><b>Main Duty:</b> To support the work of the Chair.</p> <p><b>Key Role:</b> To step in for the Chair when they are absent; to work with the Chair to ensure the PTFA runs smoothly and to communicate well.</p>
<b>Secretary</b>	<p><b>Main Duty:</b> To keep up-to-date records of the PTFA activities through meeting minutes.</p> <p><b>Key Role:</b> To record and distribute meeting minutes and build strong relations between school staff and the PTFA.</p>
<b>Treasurer</b>	<p><b>Main Duty:</b> To oversee the PTFA's financial affairs.</p> <p><b>Key Role:</b> Manage accounts and banking, maintain up-to-date financial records, report on profits after each event and provide annual financial information at the AGM.</p>
<b>Social Media Officer</b>	<p><b>Main Duty:</b> To regularly keep parents and school staff up-to-date of all up and coming events via all social media channels.</p> <p><b>Key Role:</b> To positively communicate all up-and-coming events and post reminders to parents and school staff.</p>

